InfoNet!

Information Network Program Office   NEWSFLASH

July 1997

Virus-Free

Recent computer virus attacks, like the self-executing offer of AOL4FREE.EXE, have emphasized the need to protect our systems. Like this one, a virus can be an e-mail message disguised as an enticing offer for free products or services, or a virtually invisible program hidden on diskette. When double-clicked, AOL4FREE.EXE begins erasing directory entries of files on your hard drive, eliminating both programs and saved data. Other viruses affect disk drives, boot sectors and specific applications such as Microsoft Word and Excel. Almost 1500 virus attacks have been reported to your security officers already this year. Among the most common are: Wazzu, Wazzux, MDA, Word Concept, Antiexe, and Welcome.b. To avoid infection on your system, our security coordinators recommend the following precautions:

1. Be sure that antivirus software is installed *and active* on your computer.
2. Activate scanning of all directories and files by clicking **Options** and selecting **All Files**, **All Fixed Devices**, **New Changed Files** and **Compressed Files**, then save.
3. Scan all diskettes when received or after a virus attack.

If a virus attack occurs,

1. Report it directly to your security coordinators.
2. Immediately notify people who recently sent data to you or received data from you.

The Best Offense is a Good Defense!

IBM Anti-Virus is the standard virus checking program used on the workstations connected to the DNHN Classified and Unclassified LANs. Although we are researching upgrades to this software, users must still update their current version monthly. Updates to the IBM Anti-Virus Shield are sent to users each month as an e-mail attachment. Double-clicking the attachment icon will self-install the program, allowing your computer to catch the latest viruses. Until an appropriate upgrade can be found, do your best to avoid virus problems by installing these upgrades as soon as you receive them.
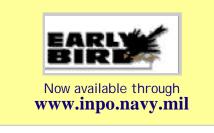
Remote Dial-in Requirements

Recently DON INPO implemented a trial remote dial-in connection for DNHN users. The service has been successful, allowing off-site use of e-mail, network drives and "intranets" for workstation convenience while away from the office. Although INPO would like to provide laptops to users with a need for remote access, supply is still limited. Users who have their own laptops, or plan to purchase one for off-site use can work with INPO to establish connectivity. To gain access, your machine must first satisfy the following requirements:

◆ PCs: a minimum of a 486 machine with a 50MHz processor, 16 MB of memory and approximately 500 MB of available hard drive space. Must run Windows 95 or Windows NT.
◆ Macs: a minimum of a 7.5 system with a 68030 processor, and approximately 500 MB of available hard drive space.
◆ Modems: at least a 28.8 kb/s speed model. (Slower modems will require significantly longer connection times and may also experience network time-outs).

INPO is currently purchasing Toshiba Satellite Pro and Tecra Series laptops for remote dial-in use. If you will be buying your own laptop for this purpose, please look at the Toshiba line. Maintaining this standard will facilitate configuration, which may allow you faster access.   For further details on the Remote Dial-in Policy, please download a copy at INPO's web site at *www.inpo.navy.mil*. This document will provide necessary information on virus protection, security procedures and customer support.

EARLY BIRD
Now available through
www.inpo.navy.mil

Electronic Notice & Consent Banner

When logging on to your system, you may have noticed the new consent banner, indicating that you are on a Government system. The Assistant Secretary of Defense for C³I mandated the installation of these electronic notices on all Government-owned computers. It informs users that their machines are monitored to maintain the security of our systems and networks. Use of a system displaying this banner is considered consent to monitoring. Monitors will gather information on hacking attacks to reduce the chances of data corruption.

Macintosh Support

While the majority of our inventory is PC-based, DON INPO also provides full support to DNHN Macintosh users by offering:

- *Comparable platforms*
  We support a platform closely matched for performance to IBM-compatible PCs. A typical desktop system is comprised of a PowerPC 7500 with 24 MB of RAM, 1GB hard drive, internal CDROM, keyboard, mouse and 17-inch multi-synch color monitor.

- *Identical software suites*
  Each PowerPC system includes the Macintosh version of Microsoft Office, Microsoft Exchange and Schedule+, Microsoft Internet Explorer, and antivirus software. Users can access all network printers on DNHN, and use full peer-to-peer file sharing with other Macintosh users via a built-in Appletalk protocol.

INPO's Jim Eaton provides Mac support to CDR Darren Viera

- *Tier 2/3 Support*
  In addition to services provided by the DNHN Tier 1 support staff, Macintosh qualified Tier 2/3 system engineers install hardware and software, optimize system configurations, and troubleshoot problems.

- *Requirements Analysis and Testing*
  To assure full integration with all other users, we continually conduct analysis of user requirements and test identified solutions for implementation.

DID YOU KNOW?

The Internet was first founded in 1969. Called the Arpanet, it was originally developed as a military computer system.

Navy Moves and Migrations

In compliance with recent BRAC initiatives, a number of organizations in Crystal City and Ballston Towers are moving to the Washington Navy Yard. At the same time, Pentagon renovations are in full swing, shifting many SECNAV and OPNAV organizations into different office spaces.

This spring, DON INPO successfully installed the infrastructure and desktop drops for the Building 36 move at the Washington Navy Yard. This includes the migration of over 200 network users from TQLO, SADBU, OGC Management, OGC LSSG, I&E (S&S), and NCPB to the DNHN unclassified network. With 66 users, FMO maintained their own network when they moved, utilizing the DNHN infrastructure. To support these users, we have established a DNHN computer room and help desk on location. Customer feedback has been positive, with many users indicating faster LAN service than they had prior to the move.

Marine Corp moves within the Pentagon are also rapidly progressing. Phase II of the project has been extended to include additional rooms on the 4th floor C-ring, with completion scheduled for the end of July 1997. INPO will facilitate by approving the design and overseeing network installation.

REMEMBER . . .

it is a security violation to leave your workstation unattended for extended periods of time. We recommend that you log-off your computer when you plan to be gone for more than 30 minutes at a time. Never leave for the day without logging-off. LAN administrators update software and make other changes that will not affect you if your computer has not been shut down. So, to keep secure *and* current, be sure to exit and log-off your system properly.

Exchange Clean-Up

An excess of messages stored in your Exchange Inbox, Outbox, Sent Items, and Deleted Items folders can cram Exchange server space, causing the application to malfunction. To avoid overwhelming Exchange's information store on the server, you can use personal folders on your hard drive to store old messages and attachments.

First, check to see if you have already been given a personal folder by looking for a file labeled "personal folder" in the left hand column of the initial Exchange screen. If you have a personal folder, simply select **File**, **New Folder** to subcategorize within it. If you don't have one, here's how to create one:

1. From the **Tools** menu in the viewer, choose **Services**, and then choose **Add**
2. In the **Available Information Services** box, select **Personal Folders**, and then choose **OK**
3. In the **File Name** box, type the name of the personal folder file with a *.pst* extension. Select the location in the **Look In** boxes, and then choose **Open**
4. In the **Create Microsoft Personal Folders** dialog box, modify the properties of the new set of personal folders as needed. For more information, choose **Help**
5. You can assign a password to limit access to your personal folder by typing a password in the **Password** box an then typing it again in the **Verify Password** box
6. Choose **OK** until all open dialog boxes are closed

Your personal folders can be saved, copied and moved like any other folder. After creating one, organize the filing system that best suits your needs.

Another method to save space?
Instead of sending multiple copies of a large file to everyone on a distribution list, post it in a public folder and tell them where to access it.